

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

MEDICAL TECHNICIAN SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise laboratory, dental, or x-ray technicians in a specific area of specialized work. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action and is required to review the work of subordinate technicians to ensure conformance with established guidelines, methods, procedures, and policies.

There are two classifications in this job.

Position Code Title – Medical Technician Supervisor-1

Medical Technician Supervisor 12

The employee serves as a first-line supervisor for with responsibility for directing the subordinate employees.

Position Code Title – Medical Technician Supervisor 2

Medical Technician Supervisor 13

The employee serves as a second-line supervisor with responsibility for directing the work of subordinate employees through first-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Directs and coordinates the maintenance, adjustment, or calibration of laboratory instruments, apparatus, or testing devices, including the ordering of necessary supplies.

Directs the performance of biological, chemical, or physical analyses and determinations as assigned.

Oversees the creation, processing, and finishing of full and/or partial dentures, including chrome-cast processing.

Directs the taking of all x-rays, including specialized x-rays such as arteriograms, pneumoencephalograms, pre-surgical x-ray work, etc.

Reviews resumes of job candidates, prepares and conducts hiring interviews, and selects the most qualified candidate.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Handle problems related to union-management relationship and exercises responsibility for administration of union contract.

Submits protocols for research projects for evaluation by professional staff.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-level.

Knowledge of paraprofessional engineering principles and practices as applied in the specific and related areas of specialization.

Knowledge of laboratory terminology and equipment as applied in the specific and related areas of specialization.

Thorough knowledge of methods of preparing stains, solutions, and media.

Knowledge of the methods of analyzing blood, sputum, milk, water, urine, food products, contaminants, soils, industrial and municipal wastes, etc.

Knowledge of the technique of developing exposed films.

Knowledge of the methods of testing cement, petroleum products, bituminous compounds, and steels used in construction.

Knowledge of the methods of biochemical analysis including such techniques as electrophoresis and chromatography.

Knowledge of the methods of photometric testing.

Knowledge of the preparation of developing solutions.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of anatomy.

Ability to instruct, direct, and evaluate employees.

Ability to pour plaster or stone models of dentures.

Ability to design partial dentures.

Ability to make mathematical computations.

Ability to apply knowledge of the principles, practices, methods and techniques of dental technology.

Ability to oversee the creation, processing, and finishing of dentures, including chrome-cast processing.

Ability to exercise control over the repairing and/or relining of dentures.

Ability to inspect finished work products for accuracy and quality, and to make corrective adjustments as needed.

Ability to work from prepared impressions in making dentures and other dental structures.

Ability to fabricate base plates and wax bite rims.

Ability to follow detailed instructions in selecting, setting, and articulating teeth.

Ability to set up teeth in dental wax.

Ability to bend wire clasps and make soldered rests for partial dentures.

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Ability to communicate with others and to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be frequently exposed to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Physical Requirements

Some jobs require an employee to stand for long periods.

Education

Possession of an associate's degree in radiological, dental, or engineering technology; or in the physical or biological sciences.

Experience

Medical Technician Supervisor 12

Two years of experience equivalent in responsibility to a specialized technician at the experienced level.

OR

One year of experience equivalent in responsibility to a specialized technician at the advanced level.

Medical Technician Supervisor 13

Three years of experience equivalent in responsibility to a specialized technician at the experienced E10-level.

OR

Two years of experience equivalent in responsibility to a specialized technician at the advanced 11-level.

OR

One year of experience equivalent in responsibility to a specialized technician at the 12-level.

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Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

Certain positions may require that only individuals with specific education and experience qualifications be appointed to the position. To qualify for subclass codes, one must possess, in addition to the minimum requirements for the classification, two years of full-time experience in the area of specialization.

Dental (DLBT) - Experience in the application of methods and techniques required to fabricate and repair prosthetic dental appliances.

Laboratory (LABT) - Experience in a variety of medical and analytical laboratory support activities for a specific testing or research program.

X-RAY (XRYT) - Experience in the operation of x-ray and fluoroscopic equipment used to diagnose and/or treat disease or injury.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
MEDTCHSPV	Medical Technician Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Medical Technician Supervisor-1	MEDTSPV1	NERE-101
Medical Technician Supervisor-2	MEDTSPV2	NERE-102